



**LakeCounty**

Regional Office of Education

## **Teacher Renewal**

With Mid-Cycle Renewal Dates 2016, 2017, & 2018 and some NBPTS  
Master Teacher who renew after 2018

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### **First Step: Create or login to an existing ELIS account**

All Licensure Renewal processes completed through ELIS (Educator Licensure Information System).

To create an account please follow the steps listed below:

1. Create an ELIS account: <http://www.isbe.net/ELIS/default.htm>
2. Click on “Educator Access”
3. Click on “Sign Up Now” (located on the left side of the screen)
4. Enter your data and click on “Continue”

ELIS holds information about your license, your teaching history, your teaching assignment, your personal information, and your license renewal. Please take some time to familiarize yourself with the site.

### **Second Step: Verify your exemption status**

Check the accuracy of your employment status (active, exempt, part-time, retired, military) located under your profile information, click on “[Click Here to Update Your PD/Employment Status.](#)” If there is a discrepancy please modify your exemption status.

1. Employed as a teacher 50% or more full-time equivalency  
Enter status as ACTIVE
  - PD required
2. Not actively employed in an Illinois Public school as a certified teacher  
Enter status as EXEMPT
  - No PD required
3. Employed less than 50% percent of full-time equivalency in a school year  
Enter status as PART TIME
  - No PD required

*Please Note: Periods of exemption shall be established in one-year increments. A one- year period of exemption shall be available only for a school year during which a licensee is employed and performing services for fewer than 50 percent of full-time equivalency*

4. Retired and qualify for benefits from a state retirement system  
Enter status as RETIRED
  - No PD required

*Please Note: If a licensee in Retired status want to substitute teach, he/she may do so without changing his or her status.*

## Teacher Licensure Renewal

5. Educator is unavailable for employment due to military service, including service in any reserve capacity.

Enter status as MILITARY

- No PD required

### **Third Step: Enter Professional Development Activities:**

If you are actively employed in an Illinois Public school as a certified teacher you are required to complete professional development.

To enter your activities, please follow the steps listed below:

1. Login to your existing ELIS account: <http://www.isbe.net/ELIS/default.htm>
2. Click on “Enter Professional Development”
3. Click on “Add Professional Development” enter each activity individually

CPDU credits should be converted to professional development clock hours.

- 1 CPDU = 1 clock hour of PD
- 1 semester hour of college coursework = 15 PD hours

Any licensee who earned continuing professional development units (CPDUs) prior to December 31, 2014 may still enter their activities in ELIS.

**Bachelors Degree – 120 CPDU hours or 1 uniquely qualifying activity**

**Master Degree – 80 hours or 1 uniquely qualifying activity**

**Two + Advance Degrees – 40 CPUD hours or 1 uniquely qualifying activity**

**National Board Teacher – 40 CPUD hours or 1 uniquely qualifying activity**

#### **Uniquely qualifying activities:**

- Earned an advanced degree
- NBPTS Program completion
- Receipt of a new IL endorsement
- Became highly qualified in a new area
- IDFPR professional license or ASHA Certificate

Any degree earned must be conferred or any subsequent endorsement issued by December 31, 2014 to receive credit for the uniquely-qualifying activity.

### **Professional Development-Approved Provider List**

To view the most current PD approved provider list, please visit the following website: <http://www.isbe.net/licensure/requirements/prof-dev-provider-list.pdf> click on “Professional Development-Approved Provider List.”

Any PD activity offered by an approved provider is acceptable.

### **Fourth Step: Submit Professional Development and Renew License**

You may submit your professional development after April 1, of the last year of the validity of your cycle.

- Login to your existing ELIS account: <http://www.isbe.net/ELIS/default.htm>
- Click on “Renewal” and follow the prompts (\$50 plus a service fee)

### **Audits**

Retain your documentation for each recorded activity for one year after your renewal date. If your PD activity was completed after January 1, 2015 it is your responsibility for obtaining an Evidence of Completion form from the approved provider or presenter. This form verifies participation in the specific event, the date, and the number of hours earned.

### **Proportionate Reduction/Special Circumstances**

Individuals who hold a teaching endorsement, but is not employed in a position requiring that endorsement is not subject to the license renewal requirements. However, the individual must apply for license renewal and pay the applicable registration fee every five years.

Those certificate holders who are employed as teacher and administrator during the same semester(s), should complete PD for the area in which the majority of work is done. For example, an individual who teaches 3 classes out of a 5-period day (3/5) and is an administrator the other 2 periods must complete the recertification process for teachers.

A certificate holder working 50% as a teacher and 50% as an administrator during the same semester(s) may choose either renewal process to complete.

Those certificate holders who are employed as a teacher during some semesters and as an administrator for other semesters within the same 5-year validity period must complete teacher requirements for those semesters employed as a teacher and administrator requirements for those semesters employed as an administrator. For example, an individual who teaches 2 years and becomes an administrator for the next 3 years must complete the requirements for teacher renewal for the first two years and for administrator renewal for the next three years of the validity period.

**No certificate holder must complete the renewal process for both teacher and administrator for any given semester. One or the other are required as identified above.**

**Speech Language Pathologist (Teaching)**

SPL -teaching that is up for renewal 2016, 2017, 2018 and some NBPTS who renew after 2018 may claim their ASHA or IDFPR license towards their renewal requirements. In the **next** renewal cycle (2019, 2020, 2021...etc.) SPL –teaching **may no longer** claim an ASHA or IDFPR license.

**License Renewal Beginning 7/1/14 (educators that are up for renewal 2019, 2020, 2021...etc.)**

- There will no longer be a reduction for advanced degrees
- **NBPTS Master Teachers:** 60 clock hours of PD if holding a current NBPTS Master Teacher Designation.
- Beginning in his or her first full 5-year renewal cycle (example: license expiring 2019, 2020, 2021, 2022...), any licensee holding a professional educator license endorsed in an administrative field who has held the administrative endorsement for at least one year and who is employed in an Illinois public or State-operated school or cooperative or charter school and is **not** working in a position requiring the administrative credential shall complete an Administrators' Academy course during each 5-year renewal cycle.

**If you owed professional development and you fail to renew by September 1, of the year in which the 5-year renewal cycle ends your license will lapse. An unregistered license is invalid after September 1, for employment and performance of services in an Illinois public or State-operated school or cooperative and a charter school.**